Council Budget

July 1, 2019 - June 30, 2020

# State Council on Developmental Disabilities



# **Explanation of Terms**

- Expenditure Items bought and paid for within a fiscal year
- Calendar Year January 1 thru December 31
- State Fiscal Year July 1 thru June 30
- Federal Fiscal Year October 1 thru September
   30th



# What is a budget?

- It's a spending plan
- An itemized summary of likely income and expenses for a given period
  - Basic State Grant (Federal Funds)
  - Quality Assessment (State Contract)
  - Clients' Rights
     Advocates/Volunteer
     Advocacy Services
     (State Contract)



#### **State Council on Developmental Disabilities**

#### State Council Budgeted Base Fiscal Year 2019-20 Budget

Categories		Basic State Grant (BSG)		Clients' Rights Advocates/ Volunteer Advocacy		Quality Assessment		TOTAL	
	Federal Grants		State Grants		State Grants				
1. Personal Services:									
Net Salaries & Wages	\$	3,469,000	\$	927,000	\$	1,393,000	\$	5,789,000	
Temporary Help / Honorarium	\$	87,000	\$	-	\$	-	\$	87,000	
Worker's Compensation	\$	55,000	\$	5,000	\$	3,000	\$	63,000	
Staff Benefits	\$	1,872,000	\$	436,000	\$	664,000	\$	2,972,000	
Total Personnel Services	\$	5,483,000	\$	1,368,000	\$	2,060,000	\$	8,911,000	
2. Operating Expense and Equipment:									
General Expense Printing Communications Postage Travel-in-State: Out-of-State Travel Training (Tuition and Registration) Facilities Operations (Rent) Utilities Interdepartmental Services:	***	75,000 45,000 100,000 20,000 335,000 20,000 10,000 600,000 411,000	***	75,000 9,000 25,000 14,000 64,000 - 15,000 24,000 - 134,000	\$\$\$\$\$\$\$\$\$\$\$	55,000 245,000 10,000 380,000 40,000 - 2,000 245,000 2,000 156,000	*****	205,000 299,000 135,000 414,000 20,000 27,000 869,000 8,000 701,000	
External Contract Services  Data Processing (Peripherals, Software licenses, etc.)	\$ \$	75,000 15,000	\$ \$	3,000 18,000	\$ \$	3,000 10,000	\$ \$	81,000 43,000	
Statewide Cost Allocation Plan (SWCAP) Other Items of Expense	\$ \$	25,000 5,000	\$ \$	91,000	\$ \$	80,000	\$ \$	25,000 176,000	
Total Operating Expense and Equipment	\$	1,742,000	\$	472,000	\$	1,228,000	\$	3,442,000	
3. Community Grants (Includes Council approved \$190,000 increase)	\$	450,000	\$		\$		\$	450,000	
4. Total Council Budget (1 + 2 + 3)	\$	7,675,000	\$	1,840,000	\$	3,288,000	\$	12,803,000	
5. Total Estimated Basic State Grant Award	\$	7,499,029							
6. Difference between Budget and Estimated Basic State Grant Award *	\$	14,000							
7. Prior Year Unexpended Balance as of December 31, 2018	\$	1,831,686							

<sup>\*</sup> Includes \$190,000 from FY 18 grant funds to increase one-time community grant awards



# ITEMIZED 19/20 BUDGET

#### PERSONAL SERVICES – SALARIES & WAGES

The Personal Services category contains a single line item that includes the salaries, wages and benefits of the staff and the Honoraria payments to the members.



# PERSONAL SERVICES

#### **Salaries & Wages, Including Benefits**

\$8,911,000

❖ Includes 3.5% general salary increase, 5% merit increases to eligible staff and increases to retiree and current employee health benefit contributions.

#### Specific examples include:

- Civil Service Salaries
- Social Security and Medicare taxes
- Health, Dental and Vision Insurance contributions
- PERS Retirement contributions
- State Disability Insurance tax
- Unemployment insurance tax
- Life Insurance
- Temporary help wages (Retired Annuitants, Graduate Student Interns)
- Council Member Honorarium



**OPERATING EXPENSE & EQUIPMENT** 



#### **Operating Expenses**

The Operating Expenses category consists of several line items that cover all the statewide operational costs of doing business.

#### **General Expense**

\$205,000



There is an increase to this line item to establish the computer "equipment refresh" schedule.

This line item includes a wide variety of expenses that may not fall under specific line items.

- Office supplies [paper, pens, staples, etc.]
- Office equipment purchase and service contracts
- Association dues, membership fees and subscriptions to publications.
- Meeting rooms, conference facilities and fees
- Office relocation-[movers]

<u>Printing</u> \$299,000

Unchanged from 18-19

This line item includes the production of all printed materials such as:

- Council and committee agenda packets
- Pamphlets, leaflets, brochures, etc.
- State Plan and reports
- Printed manuals, forms, stationery and business cards
- Office copier supplies [toner, ink]



#### **Communications**

\$135,000

Increased funding for this line item for Policy and Communications expenses deemed necessary by the Public Information Officer.

This line item includes all telecommunication related expenses such as:

- Telephones and Mobile devices (iPhone, iPad, wireless Internet access devices)
- Data lines for Internet access in Headquarters and regional offices
- Toll free 800 number
- Conference call services



<u>Postage</u> \$414,000

Unchanged from 18-19

This line item includes postage related expenses such as:

- Postage meter rental, repairs, postage refills and stamps
- Overnight mail [FedEx, UPS]



#### **In-State Travel**

\$439,000

Unchanged from 18-19

This line item includes all staff and member travel expenses within California such as:

- Airfare
- Taxi, bus, shuttle, rental car, Uber, Lyft fare
- Personal car mileage, parking expenses and bridge tolls for staff
- Hotel rooms
- Meal allowances and incidentals [per diem]
- Travel agency fees

#### **Out - of - State Travel**

\$20,000

Unchanged from 18-19

Same as in-state travel but for travel outside California approved by the Governor.



<u>Training</u> \$27,000

Unchanged from 18-19

This line item includes required and desired trainings for staff and members and the costs of staff providing SCDD-related training in the community. Examples include:

- Ethics, Sexual Harassment, Basic Supervision, Leadership and other required trainings
- Tuition and training fees
- Training materials [books and supplies]

#### **Facilities Operations**

\$869,000

Increased funding to accommodate annual lease rate increases.

This line item includes the monthly lease/rent costs for Headquarters and the 12 regional offices.

Utilities \$8,000

Unchanged from 18-19

This line item includes the monthly water, electricity, gas and trash expenses in offices where they are not included in the lease/rent

agreement.



#### **Inter-departmental Services**

\$701,000

Unchanged from 18-19

This line item includes the cost of contracts with other state agencies for required services such as:

- Department of Social Services [accounting and IT support]
- Department of Human Resources (CalHR) [HR advice and consultation]
- Department of Justice [expert legal advice and litigation]
- Department of General Services [facilities support, purchase order and contract review]
- Department of Technology [website maintenance and support]
- State Controller [expedited processing of payments]



#### **External Contract Services**

\$81,000

Unchanged from 18-19

This line item includes the costs of contracts with nongovernmental entities and local vendors for required services such as:

Janitorial services for field offices where it is not included in the

lease/rent agreement

- Worksite evaluations
- Captioning and interpreter services
- Consultants, presenters



## PRELIMINARY ITEMIZED 19-20 BUDGET

#### **Data Processing**

\$43,000

❖ Unchanged from 18-19

This line item includes costs related to information technology such as:

- Computer hardware peripherals and accessories [computer parts, monitors, printers]
- Software licenses [Windows operating system, Microsoft Office, Adobe, Survey Monkey, Constant Contact]

**SWCAP** \$25,000

The Statewide Cost Allocation Plan (SWCAP) represents the SCDD's share of support for statewide general administrative costs (i.e., indirect costs incurred by central service agencies) from federal funding sources. By statute, SCDD's share is fixed at \$25,000. This charge applies only to the federal Basic Support Grant as the CRA/VAS and QA programs are funded by the Department of Developmental Services, which is a non-federal funding source.

# PRELIMINARY ITEMIZED 19-20 BUDGET

#### Other Items of Expenses

\$176,000

For BSG this line item captures miscellaneous charges that don't fall under the other line items. For CRA/VAS and QA this line item captures the volunteer advocate stipends and QA in-person interviewer stipends.



# PRELIMINARY ITEMIZED 19-20 BUDGET

#### **Community Program Development Grants**

\$450,000

Includes additional \$190,000 one-time increase approved by the Council in March, 2019.

The community development (Cycle) grants are competitively awarded annually as directed by the Council.



# TOTAL 19/20 COUNCIL BUDGET ALL PROGRAMS

Basic State Grant (BSG)

\$7,675,000

Federal Funds

Quality Assessment (QA)

\$3,288,000

**State Contract** 

Client's Rights Advocates

\$1,840,000

Volunteer Advocacy(CRA/VAS)

**State Contract** 

**Total Council Budget** 

\$12,803,000

# Questions?

